

January 2006

	Item	Responsible Party	Date
1	United States Army Corps of Engineers-Finance Center (USACE-FC) and Navy Facilities Engineering Command (NAVFAC) will provide subsidiary ledgers for Construction-In-Progress (CIP) account balances to the DoD Components, for 1st Quarter Fiscal Year (FY) 2006.	USACE-FC/ NAVFAC	3
2	Components waived from buyer-side elimination adjustments provide buyer-side data to the Defense Finance and Accounting Service (DFAS) to support 1st Quarter, FY 2006 reporting.	DoD Components	6
3	Sites with waived entities provide buyer-side information to DFAS and USACE-FC.	DFAS/USACE-FC	6
4	Provide seller-side suspended revenue details to DoD trading partners and DFAS.	DoD Components/ DFAS	6
5	Provide DFAS-Indianapolis (DFAS-IN) Defense Agencies with Treasury Index 97 (TI 97) trial balances for 1st Quarter, FY 2006.	DoD Components/ DFAS/USACE-FC	6
6	DFAS-IN Defense Agencies in coordination with the applicable Defense Agencies will provide DFAS and DoD Components their allocated amount of the TI 97 CIP balances.	DoD Components/ DFAS	6
7	Submit challenges to respective submitters (USACE-FC, NAVFAC or Defense Agencies) on the CIP balances to be transferred, if applicable.	DoD Components/ DFAS	7
8	Submit challenges to DoD Components that supplied waived buyer-side data, if applicable.	DoD Components/ DFAS	8
9	Finalize all transfers of CIP balances for 1st Quarter, FY 2006.	DoD Components/ DFAS	8
10	Provide data from feeder systems and manual data calls (required to complete 1st Quarter, FY 2006 statements and notes (schedules and narratives)) to the DFAS/USACE-FC. (Note: DFAS sites may require data earlier.)	DoD Components/ OUSD(AT&L) OUSD(P&R)	10
11	Input intragovernmental fiduciary balances into the Intragovernmental Fiduciary Confirmation System (IFCS).	DFAS/USACE-FC	10
12	Provide buyer and seller side Level 1 (non-DoD) intragovernmental trading partner data to DFAS. Where actuals are not available, Components are to provide estimates by utilizing information from Level 1 partners, or by applying an estimation methodology.	DoD Components	10
13	Complete all required departmental budgetary reporting processes necessary to complete the 1st Quarter, FY 2006 financial statements.	DoD omponents/ DFAS/USACE-FC	10

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	Item	Responsible Party	Date
14	Complete input of 1st Quarter, FY 2006 intra-DoD seller-side account balances and all Level 1 (non-DoD) balances (buyer/seller) into Defense Departmental Reporting System Audited Financial Statements (DDRS-AFS).	DFAS/USACE-FC	11
15	Complete adjustments of seller-side balances for transactions with the DoD Components that obtained a waiver from buyer-side adjustments for 1st Quarter, FY 2006.	DFAS/USACE-FC	11
16	Submit challenges to DoD Components that supplied seller-side data, if applicable.	DoD Components/ DFAS/USACE-FC	12 (Noon)
17	Complete adjustments of the DoD 1st Quarter, FY 2006 buyer-side data to reflect seller-side intragovernmental balances (excludes waived entities).		12
18	Complete input of 1st Quarter, FY 2006 trial balance data, including data call amounts, into DDRS-AFS.	DFAS/USACE-FC	12
19	The following required reconciliations must be completed with no differences (except those already identified to DFAS-IN Agency-Wide (AW)) and available in DDRS-AFS: <ul style="list-style-type: none"> • Standard reconciliations • Current Year (CY) to Prior-Year (PY) • Section V: lines 4,5,6,8,9,10,11,and13 	DFAS/USACE-FC	12
20	Notify DFAS-IN AW and IG, DoD that the Components' 1st Quarter, FY 2006 draft statements and notes (schedules and narratives) are available in DDRS-AFS.	DFAS/USACE-FC	12 (5 pm)
21	Perform review of Components' 1st Quarter, FY 2006 statements and notes (schedules and narratives) in DDRS-AFS.	DoD Components/ DFAS/USACE-FC	12-14
22	Provide 1st Quarter, FY 2006 Statement of Financing Adjustments to DFAS-IN AW.	DFAS/USACE-FC	13
23	Notify the ODCFO and IG, DoD that the draft DoD Agency-wide 1st Quarter, FY 2006 statements and note schedules are available in DDRS-AFS.	DFAS-IN AW	13 (5 pm)
24	Complete material adjustments that are properly supported and notify reporting entities and IG, DoD that the Components' revised draft 1st Quarter, FY 2006 statements and notes (schedules and narratives) are available in DDRS-AFS (DFAS provides customer and reports.)	DFAS/USACE-FC	15 (5 pm)
25	Notify ODCFO that 1st Quarter, FY 2006 statements and notes (schedules and narratives) are available in DDRS-AFS. Statements and notes are final, except for changes requested by the ODCFO.	DoD Components	15 (5 pm)

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	Item	Responsible Party	Date
26	Provide financial statement certification letters to DFAS-IN AW.	DFAS/USACE-FC	15
27	DoD Component Executives provide signed confirmation letters to DFAS and IG, DoD indicating their review and concurrence of 1st Quarter, FY 2006 amounts provided or data call information provided as reflected in the statements and notes (schedules and narratives).	DoD Components	16
28	Provide remaining reconciliations with any differences explained to DFAS-IN AW.	DFAS/USACE-FC	16
29	Provide final 1st Quarter, FY 2006 Agency-wide unaudited statements and notes (schedules and narratives) to ODCFO.	DFAS-IN AW	18 (8 am)
30	Provide completed financial statement Standard Guidance Checklist to DFAS-IN AW and IG, DoD.	DoD Components/ DFAS/USACE-FC	19
31	Provide 1st Quarter, FY 2006 DoD unaudited statements to the OMB.	ODCFO	21
32	Provide the total number count and total dollar amounts for supported and unsupported journal vouchers to DFAS-IN AW. This information should be reported by the categories designated in DoD Financial Management Regulation (FMR) Volume (Vol) 6A, Chapter 2.	DFAS/USACE-FC	22
33	Submit 1st Quarter, FY 2006 Intragovernmental ("F" transactions) data to the Treasury Financial Management Service (FMS).	DFAS-IN AW	25
34	Receive and distribute Treasury Intragovernmental Reporting Analysis System (IRAS) reports to Components, DFAS, and USACE-FC.	DFAS-IN AW	31
35	Research material differences with Level 1 trading partners to identify errors, reasons for errors and necessary corrections.	DoD Components/ DFAS/USACE-FC	Jan 31 – Feb 4
February 2006			
	Item	Responsible Party	Date
1	IG, DoD sends request letter for interim and final FY 2006 Legal Representation Letters to DoD Components and ODCFO.	IG, DoD	2
2	Return report of Level 1 trading partner material differences with reason codes for all material differences by trading partner and reciprocal category identified and explained to DFAS-IN AW.	DoD Components/ DFAS/USACE-FC	4
3	Submit 1st Quarter, FY 2006 Status of Disposition Certification for IRAS intragovernmental data to Treasury FMS.	DFAS-IN AW/ ODCFO	6